



WETLANDS PROTECTION COMMITTEE

Town Hall, 525 Washington Street, Wellesley, Massachusetts 02482-5992

Requirements for submittal of a Notice of Intent

- ☐ Signed and dated cover letter
- ☐ Completed, signed and dated WPA Form 3, Notice of Intent (NOI)
- ☐ Completed NOI Wetland Fee Transmittal Form
- ☐ Completed Abutter Notification Form
- ☐ Proof of abutter notification (proof of mailing may be submitted at the first session of the hearing)
- ☐ Completed Affidavit of Service Form
- ☐ List of abutters
- ☐ Locus map with project site marked
- ☐ Completed Town of Wellesley Wetlands Protection Bylaw Notice of Intent for work in the Buffer Zone or Vernal Pool Habitat
- ☐ Completed Request for Wetlands Regulations Waiver for work in the 25' No Disturbance Zone
- ☐ Two checks payable to the Town of Wellesley (WPA and Bylaw fees)
- ☐ Copies of the two checks payable to the Town and the check payable to the Commonwealth of Massachusetts (WPA fee)
- ☐ A copy of the Tree Protection Plan if required under the Tree Protection Bylaw
- ☐ Stormwater Management Form (not required for single family house projects)
- ☐ Full size plans **with a legend** on a white background clearly showing the following:
 - All Wetland Resource Areas and Buffer Zones (including the 25' No Disturbance Zone under the Bylaw)
 - Existing site and proposed work including stockpiles
 - Properly placed erosion control barriers including those for protecting nearby stormwater catch basins and details of the barriers
 - Details of proposed walls, fences, drywells, etc.
 - FEMA and/or Town flood lines if applicable
 - Methods to keep drainage on the site (infiltration systems, dry wells, etc.)
 - All trees proposed to be removed and/or trees to be protected
- ☐ Detailed narrative of the existing site
- ☐ Detailed narrative of all proposed work including descriptions of walls, drywells, fences, etc., in wetland resource areas
- ☐ Detailed narrative of the delineation (who did it, when, what methods)
- ☐ Describe how the proposed project meets the Performance Standards for each Wetland Resource Area including the Buffer Zone under the Bylaw
- ☐ Report whether the project must go through Large House Review
- ☐ Report any encroachments onto any abutting Town land
- ☐ Detailed narrative or a formal plan for the management of invasive species (if applicable)
- ☐ Submit the original and 6 paper copies of the complete application package before the deadline*
- ☐ Submit 1 copy of the complete application package to MassDEP Northeast Region, 205B Lowell Street, Wilmington, MA 01887.

The local newspaper (Wellesley Townsman or MetroWest Daily News) will bill the applicant directly for the required legal notice. The NRC Office staff will place the legal notice in the paper.

***Note:** Wetlands hearings are typically held every three weeks. Application deadlines and meeting dates are posted on the Wetlands Protection Committee (WPC) website at http://wellesleyma.gov/Pages/WellesleyMA_NRC/wetlands/index. Please contact Assistant NRC Director, Diane Torres at NRC@wellesleyma.gov for further information. The applicant and/or applicant's representative should plan to attend the hearing to present the proposed work to the Committee.